



# DMS 3.0 Gold Quick Reference Guide

## For MS Outlook 2000

### AUTODIN Tips for DMS Users

This *Quick Reference Guide* (QRG) is intended to assist users of the Defense Message System (DMS) who need to communicate with users of the legacy Automated Digital Network (AUTODIN) message system.

Items covered in this QRG include:

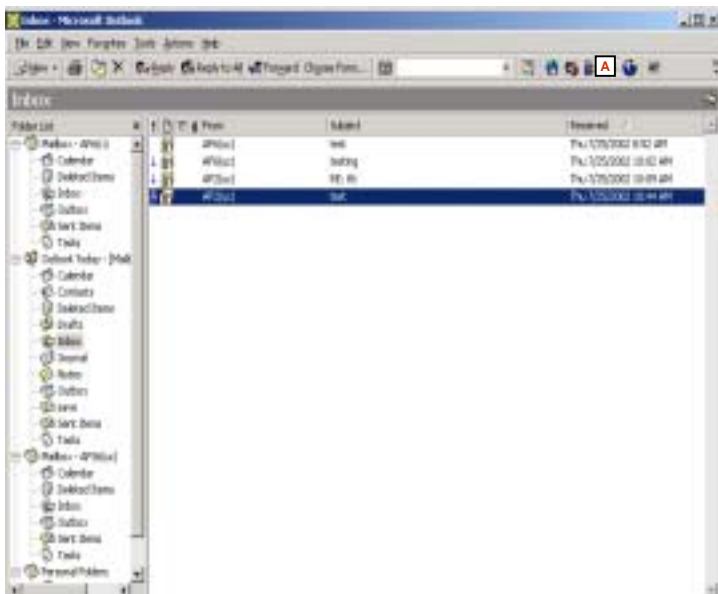
- Finding AUTODIN addresses in the DMS Global Directory using the MasterKeyPlus Directory Browser
- Adding office codes to an AUTODIN address
- Typical AUTODIN non-delivery notifications
- Forwarding a signed and/or encrypted message

## Finding an AUTODIN Entry

**1** To assist in the transition from the legacy AUTODIN message system to DMS, AUTODIN entries have been stored in the DMS Global Directory.

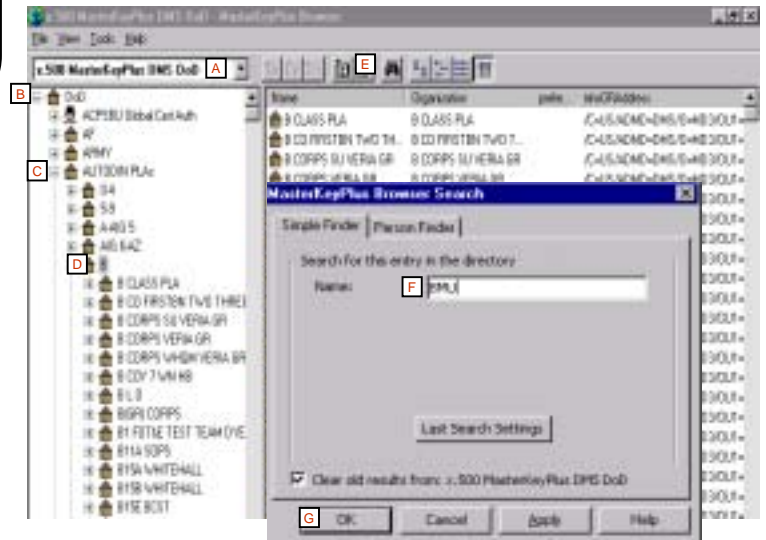
AUTODIN entries are stored alphabetically in the "AUTODIN PLAs" branch of the directory tree. To find an AUTODIN entry, perform the following steps:

- Connect to MS Outlook
- Access the DMS Master Key Plus Directory Browser by clicking the globe icon. **A**



**2**

- Click the X.500 MasterKeyPlus drop down box (arrow) and select "X.500 MasterKeyPlus DMS DoD". **A**
- Click the box to the left of the DoD entry to display the next level of the directory tree. **B**
- Click the box next to the "AUTODIN PLAs" entry to display the alphabetical listing of AUTODIN PLAs. **C**
- Highlight the alphabetical listing where you expect to find your AUTODIN entry (Pictured "B"). **D**
- Refine your search by clicking the binoculars icon. **E**  
The "MasterKeyPlus Browser Search" window will appear.
- Enter the search filter information in the "Name" field (Pictured "BMU"). **F**
- Click the "OK" button to start the search. **G**





3

The Search Results window will appear. All directory entries that meet your search criteria will appear on the right side of the Search Results window. Highlight the AUTODIN directory entry that meets your needs (pictured: "BMU TWO"). [A]

• Once the entry is found, add it to your Contacts list by highlighting the entry and clicking the "Contacts" button, [B] then clicking "Contacts" from the pop up menu that appears. [C]

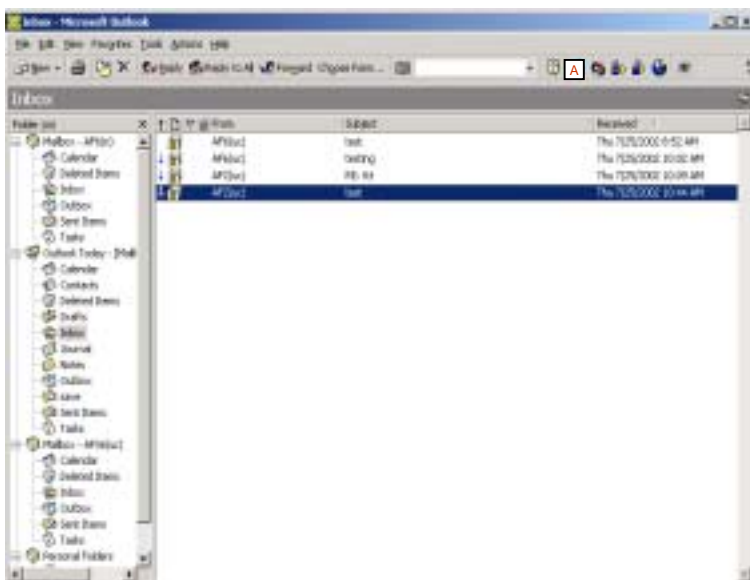


## Adding an Office Code to an AUTODIN Entry

1

Office Codes are not stored in the DMS Global Directory. To include an Office Code, you must modify the AUTODIN entry stored in your Contacts list. Get in touch with your point of contact to obtain requisite Office Codes.

• To add an Office Code to an AUTODIN entry, click the DMS Office Code Editor icon. [A]



2

• Select Contacts in the "Update X.400 address in:" drop down box. [A]

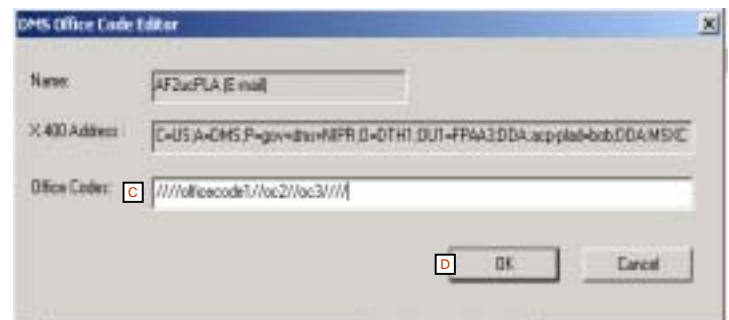
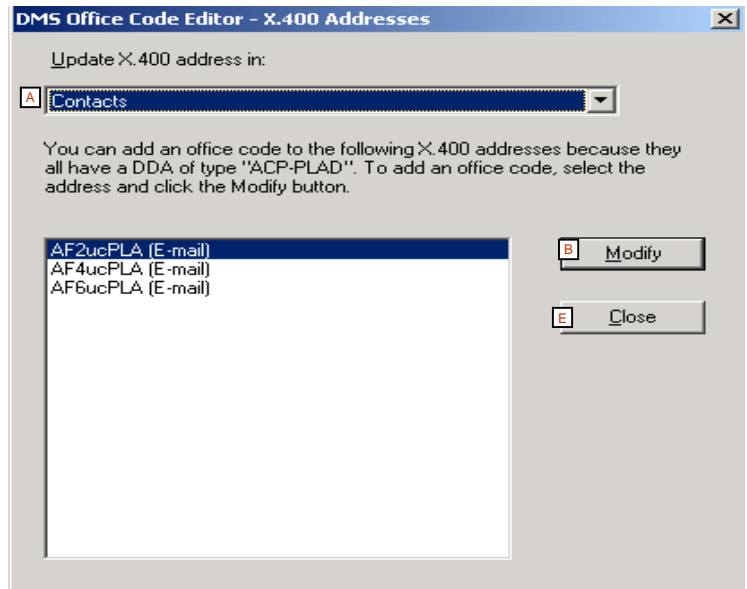
• Find the AUTODIN entry you want to edit, highlight the entry and click the "Modify" button. [B] This will open the "DMS Office Code Editor" window.

• Enter the desired Office Code in the "Office Codes:" field. To enter an office code, type four slashes (////) at the beginning, two slashes between each office code, and four slashes at the end as shown in the bottom window. (Pictured: ////officecode1//oc2//oc3////). [C]

• Click the "OK" button to continue. [D]

• Click the "Close" button when complete. [E] The Office Code has now been *permanently* added to the AUTODIN entry in your local Contacts list.

*Note:* You cannot duplicate an entry in your Contacts list. If you want to change a Contacts entry *and* keep the original entry intact, you must first change the name of the original entry in your Contacts list, then use the Master Key Plus Directory Browser to search the DMS Global Directory again for the original AUTODIN entry.





## Non-Delivery Notices (NDNs)

Due to the restricted nature of the AUTODIN message system, DMS users may find that messages that are successfully sent to other DMS users do not reach AUTODIN recipients. In such cases, a non-delivery notice (NDN) will be returned to the sender. The NDN will usually contain a reason for the problem. Following is a common AUTODIN-related NDN message:

☒ When AUTODIN users move to DMS, the entries in your Contacts list are not automatically updated to reflect that the user is no longer served by AUTODIN. This will result in an NDN being returned to the originator. DMS users are responsible for updating their Contacts list entries when this problem is encountered.

## Forwarding a Signed and/or Encrypted Message

To forward a message while preserving its signature and/or encryption perform the following steps:

- Select Forward from the toolbar to create a new message.
- Position the cursor in the body of a new message.
- Select Item... from the Insert menu to display the 'Insert Item' screen.
- Select the Inbox folder (or whichever folder the message is stored in) from the 'Insert Item' screen.
- Double-click the message that you want to forward.
- Address the new message.
- Add a subject and body text to the new message.
- Click the Send button. When prompted with a 'Modify Security' dialog box, click the Continue button.

\* If you are forwarding an encrypted message and preserving the original encryption, remember that the recipient must have the FORTEZZA key of one of the original recipients of the message to open it.

## Tips

- ☒ DMS messages sent to AUTODIN users are routed through a device called the Multi-Function Interpreter (MFI). The MFI contains rules that prevent defective messages from going to AUTODIN and removes attachments that AUTODIN cannot accommodate.
- ☒ The MFI limits a line of AUTODIN text to 69 characters. If you send a message that contains more than 69 characters on a line, the MFI will roll the extra characters onto the next line of text. No text will be lost, but the message may appear different than its original appearance.
- ☒ The MFI performs AUTODIN paging and sectioning when converting DMS messages. Messages of more than 40,000 characters (including attachments) are delivered as multiple messages (sections). Messages of more than 2 million characters are rejected by the MFI.
- ☒ You can send a single DMS message to both DMS and AUTODIN users. There is no need to send the same message twice.
- ☒ If you are a SIPRNET-only user sending an unclassified message to AUTODIN users and DMS users on the NIRPNET, you **must** send two messages. One message is sent to the AUTODIN users using the classified identity and a second message is sent to the NIRPNET users using the unclassified identity.

## USMTF Message Preparation Software

The Joint Staff requires all organizational messages to be in USMTF format. USMTF message preparation software can be used to facilitate the preparation of organizational messages. USMTF message preparation software is an add-on to the DMS Clients. When the add-on is selected, the editor prompts the user for message type, then brings up a template for filling in the blanks.. After the user has provided all the unique information, the software creates a DMS organizational message with the text formatted according to the appropriate standard.